



**ACAC Grants Committee
(Arlington Cultural Council)**

**April 2021 Minutes
7:30 p.m. – 9:00 p.m.**

Present:

Nick Castellano, Recording Secretary	p	Emily Reynolds, Corresponding Secretary	p
Andrew Conway, Treasurer	p	Scott Samenfeld, Publicity Coordinator	p
Susan Larson, Co-Chair	p	Todd Brunel	p

p = present, x = absent

Remote Participation Following Executive Order on Remote Participation

Date and Time: April 12, 2021 at 7:30 pm

Registration in advance for this meeting:

<https://us02web.zoom.us/join/zoom/register/tZlqcOGuqiMpHdLhkYC6VTrg3WvO2YzjQw9Y>

MINUTES

MEETING INTRODUCTION: Susan Larson confirmed that everyone had access, introduced the remote meeting and read the online meeting instructions from the Town.

1. Vote on Approval of March 2021 Meeting Minutes

Scott motioned to approve the March 2021 Meeting minutes and Andrew seconded. The motion passed unanimously.

2. Treasurer Update

Andrew confirmed that the contract was signed by the town manager and the town received the funds for disbursement. The majority of forms for projects have been submitted. Some project forms have not been submitted yet and we're waiting for those to be completed. Andrew noted that in the future we should stick

to only accepting all pieces of grant submissions forms via mail instead of allowing people to submit some parts via email.

3. Corresponding Secretary Update

Emily had about four people reach out to her that were interested in joining the committee this month.

4. Publicity Update

Scott has assembled all of the materials that the committee submitted and these will be publish places, including the ACAC website to help promote our grantee projects. Scott suggested that each year we should try to solicit media materials sooner in the grant cycle. Susan suggested that some of the projects that were from Arlington possibly have had a bigger motivation to respond to our liaison letters and request for materials. While anecdotal, this tracked with other committee members' experiences. Scott was hoping for links to any virtual events so we could post to our facebook page as a part of our publicity push.

5. ACAC Liaison: Updates, Feedback on ACAC Grants Committee pages

ACAC has asked for feedback on several different webpages. Nick will share the links and ask for feedback. Susan brought up how Susan spoke with Stewart Ikeda, the co-chair of the ACAC. They discussed having people join the ACAC for meetings on occasion to learn more about what the commission is doing.

Comment [1]: Nick will share the links and ask for feedback. @npcastel@gmail.com
Assigned to Nick Castellano

6. Grantee Updates, upcoming events

Several upcoming projects are occurring. Spheres of Influence will happen on May 15th and another Bishop school project will be happening during the month. Haiku in the Heights will also be starting at the end of April.

7. Discussion of 2021 Grantee Table, Final Report procedure

The grantee table on the committee's google drive was discussed. Scott made a suggestion about adding names and Susan has since added the project contact names. Susan will be creating a folder to submit final reports as they are received. The MCC template will also be added if needed.

8. Survey

Susan will be working on this project along with Todd and Emily to submit the yearly survey by the end of spring.

9. Reception

The committee discussed having an in-person or virtual reception at the end of the year. There is no guarantee that an in-person event could happen and the committee noted that there would be a lack of enthusiasm for a virtual event.

Susan suggested that we potentially use a booth at Town Day as a way to celebrate the projects. The committee suggested doing something larger next year and celebrating all of the grantees we weren't able to celebrate over the past two years. The committee is still hoping for an future in-person reception but is going to wait until there is more information.

10. Other Business

The Grants Committee discussed having a voting member on the body of the ACAC and if there would be a conflict of interest due to the fact that the Grants Committee funds ACAC projects. Scott felt that it would be a conflict of interest to have a voting member on the ACAC. Emily suggested that we should talk to the MCC about the conflict of interest and report back based on what they were asking. Nick will contact MCC to discuss this. Susan also brought up the fact that we received many handwritten thank you notes from grant recipients.

11. Adjourn

Scott voted to adjourn the meeting. Andrew seconded. The vote passed unanimously.

The meeting was adjourned at 8:24pm.

Submitted by Nick Castellano, Recording Secretary